

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2016-029 **Issue Date:** 02-16-16 **Closing Date:** 02-29-16

Application Specialist
YN Human Resources
Department of Administration
Hourly Wage: \$15.29/Regular/Full-Time

Provide general administrative clerical support to the Human Resources office. Provide general employment information and appropriate forms to applicants or employees, ensuring when forms are submitted, they are completed thoroughly and accurately. Receives and responds to various general questions from applicants, employees, or managers, referring more difficult ones to appropriate HR employee. Attends to clients at the front window ensuring all sign in as needed and directs to appropriate HR staff. Exercises sound judgement and discretion in confidential personnel matters.

Knowledge, Skills and Abilities:

- Knowledge of the Personnel Policy Manual, Supervisors Manual, Compensation Manual, Master Class Title/Code/Pay Range Listing, Finance Manual, Drug and Alcohol Procedures Manual, and of HR Internal Controls.
- Knowledge of policies and procedures used in employee recruitment, selection, and employee information systems.
- Knowledge of administrative and clerical procedures.
- Knowledge of the Yakama Nation tribal governmental organization.
- Knowledge and proficiency in computer use, specifically Microsoft Office products including; Word, Excel, PowerPoint, and Access.
- Ability to deal calmly and effectively in stressful situations.
- Ability to understand and implement verbal and written instructions.
- Ability to work closely with all HR staff to ensure a positive work environment.
- Ability to establish and maintain effective working relationships with other department staff, supervisors/managers, elected officials, and the public.
- Ability to meet the public and address problems, issues, and complaints tactfully, courteously and effectively.
- Ability to plan, organize, and prioritize tasks and work assignments.
- Ability to demonstrate a high degree of personal integrity and be able to maintain strict confidentiality.
- Ability to work independently and productively with minimal supervision.
- Ability to enter, transcribe, record, store, or maintain information in written or electronic/magnetic form.
- Ability to keep up to date with ongoing changes of computer software and HR related databases.
- Ability to remain flexible to changes in assignments or situations, priorities and handle frequent interruptions.
- Ability to keep abreast of current and changing HR trends and practices.

General Recruiting Indicators:

- Minimum of an Associate of Arts degree in Business and 3 years of increasingly responsible experience in an HR or Administrative office. Applicable experience in a comparable Administrative/HR environment is acceptable in place of education.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Required to successfully pass a background check.
- Must possess a valid Washington State Driver License with ability to obtain a tribal drivers permit.
- Must present a highly professional image and outstanding customer service to internal and external clients.
- Must maintain strict confidentiality.
- Proven record of regular and punctual attendance; strong work ethics.
- Enrolled Yakama Preference.